

Recorder Special Revenue Funds - Consolidated

DESCRIPTION OF MAJOR SERVICES

Systems Development was established to support, maintain and modernize the creation, retention and retrieval of information in the County's system of recorded documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents.

Budget at a Glance

Total Expenditure Authority	\$9,990,414
Total Sources	\$3,679,987
Fund Balance	\$6,310,427
Total Staff	12

Vital Records was established to support vital records operation and retention, including the improvement and automation of vital records systems. Revenue includes fees collected for certified copies of vital statistics records pursuant to Health and Safety Code Section 10605.3. There is no staffing associated with this budget unit.

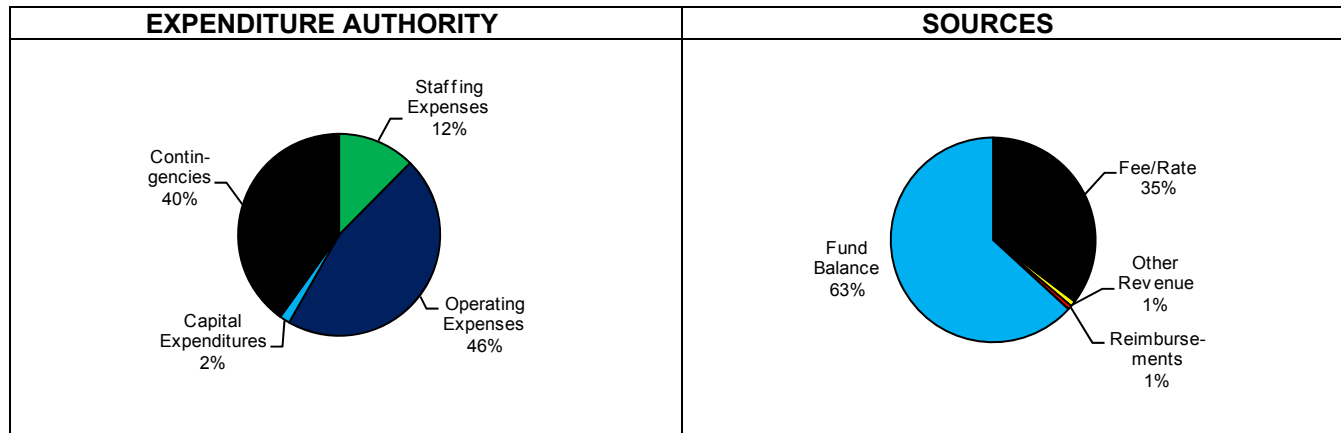
Recorder Records was established to defray the cost of storing, restoring, and imaging the County Recorder's documents. The primary service provided by this budget unit is the maintenance, repair and imaging digitization of the County Recorder's documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents.

Electronic Recording was established by Government Code Section 27279.1 to authorize the County of San Bernardino to accept electronic transmission of recordable documents and the Recorder has been recording electronic documents since 2004. Government Code Section 27397 authorized all California counties to accept electronic transmission of recordable documents subject to regulation set forth by the Attorney General. In 2007, the Board approved a joint powers agreement (JPA) for the California e-Recording Transaction Network Authority (CERTNA). This budget unit was established to support participation in the JPA. Revenue includes fees collected pursuant to Government Code Section 27397 regarding electronic recording delivery systems such as official records evidencing ownership and encumbrances of real and personal property, and other miscellaneous records. There is no staffing associated with this budget unit.

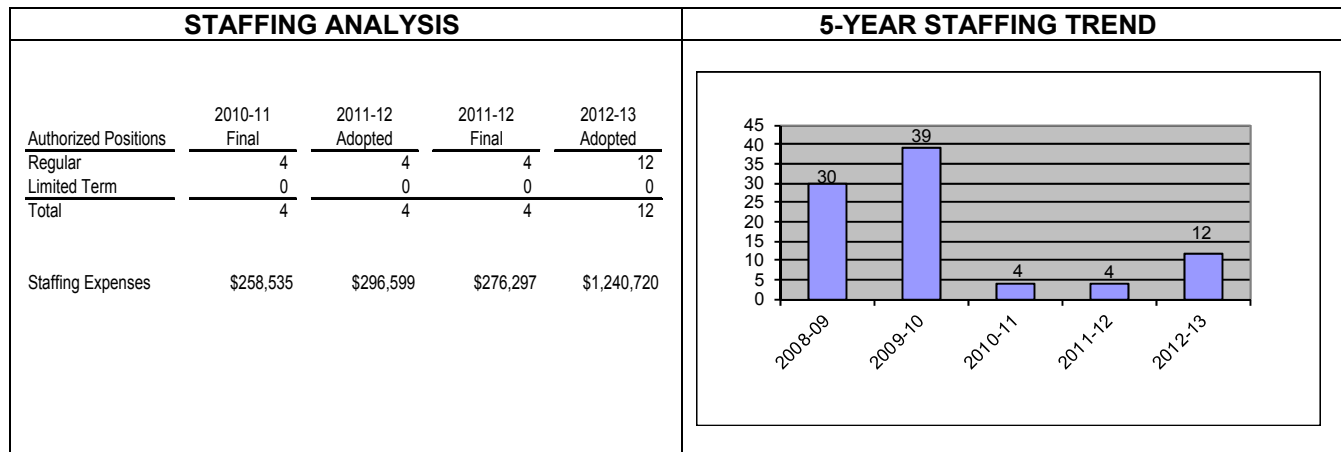
Social Security Number Truncation was established to defray the cost of implementing Government Code Section 27301 which requires local governments to truncate the first five digits of social security numbers (SSN) that appear in records that may be disclosed to the public. The law requires the Recorder to implement the SSN truncation program for all records back to 1980. The primary service provided by this budget unit is the review of all recorded documents, flagging of high-value personal information, truncation of the first five digits of the SSN, and the creation of a separate index and images for public view. Phase 1 began with all the documents recorded since January 2009. Phase 2 will require a professional services contract for the documents from 1980 through 2008. The index and images of the original recorded documents will be maintained in their entirety. Revenue includes fees collected pursuant to Government Code Section 27301. There is no staffing associated with this budget unit.



2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Fiscal
 DEPARTMENT: Assessor/Recorder/County Clerk
 FUND: Recorder Special Revenue Funds - Consolidated

BUDGET UNIT: Various
 FUNCTION: Public Protection
 ACTIVITY: Other Protection

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,675,412	1,730,575	258,535	275,068	276,297	1,240,720	964,423
Operating Expenses	3,847,382	3,262,916	3,908,584	3,820,113	3,945,407	4,579,321	633,914
Capital Expenditures	296,010	267,995	24,460	12,173	12,174	165,000	152,826
Contingencies	0	0	0	0	6,155,784	4,005,373	(2,150,411)
Total Exp Authority	5,818,804	5,261,486	4,191,579	4,107,354	10,389,662	9,990,414	(399,248)
Reimbursements	(3,745)	0	(6,564)	(118,732)	(118,732)	(65,068)	53,664
Total Appropriation	5,815,059	5,261,486	4,185,015	3,988,622	10,270,930	9,925,346	(345,584)
Operating Transfers Out	1,000,000	0	600,919	4,000,000	4,000,000	0	(4,000,000)
Total Requirements	6,815,059	5,261,486	4,785,934	7,988,622	14,270,930	9,925,346	(4,345,584)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	3,593,589	3,659,566	3,753,003	3,804,794	3,811,000	3,527,831	(283,169)
Other Revenue	124,038	108,539	105,125	92,356	92,936	87,088	(5,848)
Total Revenue	3,717,627	3,768,105	3,858,128	3,897,150	3,903,936	3,614,919	(289,017)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	3,717,627	3,768,105	3,858,128	3,897,150	3,903,936	3,614,919	(289,017)
Fund Balance					10,366,994	6,310,427	(4,056,567)
Budgeted Staffing					4	12	8

BUDGET CHANGES AND OPERATIONAL IMPACT

Appropriation is decreasing by \$4.3 million primarily due to a one-time expense in 2011-12 in the Systems Development budget unit to help fund the cost of including Recording functionality in the planned new Universal Property Tax System. In addition, staffing expenses are increased as a result of the transfer of 8 information technology (IT) related positions from the Auditor-Controller/Treasurer/Tax Collector's budget unit to the Systems Development budget unit. Operating expenses are increasing primarily due to anticipated costs for a professional services contract to truncate records as required by law. Capital expenditures are increasing by \$50,000 to accommodate Recorder services into existing Assessor office locations, and by \$100,000 for CERTNA related software licenses. Departmental revenue is expected to decrease due to the current economic conditions.

DETAIL OF 2012-13 ADOPTED BUDGET

	2012-13			
	Appropriation	Revenue	Fund Balance	Staffing
Special Revenue Funds				
Systems Development (Fund SDW)	4,198,649	2,196,041	2,002,608	8
Vital Records (Fund SDX)	855,916	125,684	730,232	0
Recorder Records (Fund SIX)	1,286,217	418,907	867,310	4
Electronic Recording (Fund SIW)	1,140,596	422,304	718,292	0
Social Security Number Truncation (Fund SST)	2,443,968	451,983	1,991,985	0
Total Special Revenue Funds	9,925,346	3,614,919	6,310,427	12



Systems Development includes \$4,198,649 in appropriation to fund 8 IT related positions, and costs for document indexing/imaging, computer hardware, software and associated maintenance, and includes \$1,016,805 in budgeted contingencies. Departmental revenue of \$2,196,041 is from Recorder modernization fees.

Vital Records includes \$855,916 in appropriation to fund computer software, printing and other professional services, costs to accommodate Recorder services into existing Assessor office locations, and includes \$536,169 in budgeted contingencies. Departmental revenue of \$125,684 is from vital and health statistic fees.

Recorder Records includes \$1,286,217 in appropriation for staffing expenses to fund 4 positions, costs associated with preservation efforts, and includes \$447,199 in budgeted contingencies; departmental revenue of \$418,907 is from records fees and anticipated interest earnings.

Electronic Recording includes \$1,140,596 in appropriation for computer hardware and CERTNA related expenses, and includes \$584,686 in budgeted contingencies; departmental revenue of \$422,304 is from electronic recording fees and anticipated interest earnings.

Social Security Number Truncation includes \$2,443,968 in appropriation to fund the cost of truncating records as required by law, and includes \$1,420,514 in budgeted contingencies; departmental revenue of \$451,983 is from redaction fees and anticipated interest earnings.

STAFFING CHANGES AND OPERATIONAL IMPACT

The 2012-13 budget reflects the transfer of the following 8 positions from the Auditor-Controller/Treasurer/Tax Collector's budget unit to the Systems Development budget unit: 1 Business Applications Manager, 1 Business Systems Analyst III, 2 Programmer Analyst IIIs, 3 Automated Systems Analyst Is and 1 Automated Systems Technician. Expenses for these positions were previously reimbursed to the Auditor-Controller/Treasurer/Tax Collector so there should not be any resulting impact.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Systems Development	8	0	8	6	2	0	8
Recorder Records	4	0	4	3	1	0	4
Total	12	0	12	9	3	0	12

Systems Development	Recorder Records
<u>Classification</u>	<u>Classification</u>
1 Business Applications Manager	1 Archives Program Administrator
1 Business Systems Analyst III	1 Archives Analyst
2 Programmer Analyst III	1 Archives Technician
3 Automated Systems Analyst I	1 Storekeeper
1 Automated Systems Technician	4 Total
8 Total	

